

MINUTES
Recreation Commission
City of Willoughby Hills
December 4, 2019

CALL TO ORDER: 7:03 PM

PRESENT: Chairman Sandy Grubiss, Dee Germano, Jeanne Kaston,
Joe Jarmuskiewicz and Vicki Miller.

NOT PRESENT: Lynn Hallum, Jim Walsh and Marcie Levine

ALSO PRESENT: Councilman Hallum and Katherine Lloyd, Clerk *pro tem*.

DISPOSITION of the MINUTES OF November 6, 2019

Vicki Miller asked about the figures from the Craft Show. Per discussion, Disposition of the Minutes of November 6, 2019 will be postponed until the January meeting.

CORRESPONDENCE

- Email dated 11/29/19 to News-Herald and to Communications RE: 12/4/19 Recreation Commission Meeting.
- Emails dated 11/29/19 and 12/2/19 to Finance RE: November 460 Rpt.
- Emails dated 11/21/19 and 11/29/19 to Recreation Dept Jasmine Grant RE: Community Center Facility reports for October and November, 2019.
- Correspondence Sheet for 12/4/19 meeting.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

No Report.

Chairwoman Grubiss asked Mr. Hallum to ask the Council about an advertising budget for the Community Center. He asked for a recommendation from this Commission re: what is needed and how it will be utilized.

Mr. Hallum also asked for Recreation Commission's thoughts and recommendations re: how the Grange property could be used. A field trip of the Recreation Commission members to the Grange will be planned.

RECREATION COORDINATOR'S REPORT - Recreation Coordinator position is still vacant

- Willoughby Hills Events Page on Facebook: (Sandy Grubiss) - we continued to grow. 'Likes' have gone from 669 to 690. Our 'Followers' are up from 688 to 709. We all need to continue to "like, comment and share" the Facebook posts. Thank you to all those who do.

Mr. Hallum suggested that it would be very effective if people copied the link and created their own posts. That would get even more recognition.

Sandy asks that people copy it in such a way that people are directed back to the original. If they do not 'share' it, then Sandy does not get the opportunity to invite those people to 'like' the page.

YOUTH SPORTS - Update by Joe Jarmuskiewicz.

There are no sports currently running.

- There will be no Basketball this year due to gym availability.
- Willoughby Hills Baseball Registration will start in early January for Softball and Baseball. Lynn has arranged to have some girls' softball practices in January indoors at the Dug-Out.
- We will have Sports League meeting and get the registrations sent out. Information will be in the Community Center and will be broadcasted. Sandy Racic usually sends information to Sandy Grubiss.
- Advertising items can be sent to Sandy for posting on Face Book.

Event Reports

Winter Fest (WHFD) on Sunday, December 8th from 5:00 to 7:00 PM

The event is this coming Sunday. All of the Rec Commission plans to be there.

- Donations for Stuffing the Ambulance.
 - Big Thank You to Emerald Glen for dropping off a conference size table of toys to the Fire Station.
 - Krystina Zeleznick (former Recreation Commission member) sent pictures of all the toys she will be donating.
 - People who attend and donate a toy will get a raffle ticket for a chance to win various prizes throughout the night.

All the toys will be distributed by Toys for Tots for area children in need.

- Live Entertainment (Schedule):

5:10 PM Presentation to Tom and Bea Horwat by the Willoughby Hills Baseball League to honor the Horwats for all of their service to the community.

Lighting of Christmas Card Lane will follow the Presentation

5:30 PM Calvary Church Barber Shop Music performance

6:15 PM Elevated Dance Team performance

6:30 PM Calvary Church Choir performance

Thank you to Chris Hallum for arranging all of the performances.

- Prize Raffle Winners: Winners will be announced throughout the night
Special Thank You to Rodney from Dynamic Duo for providing a special raffle for toys dropped off at his location. Winner of the \$200 of instant lottery tickets provided by Rodney will be announced at the event.

- Prize Donations

- Thank you to Nancy Fellows and Marcie Levine and everyone who helped collect the prize donations this year.
- Thank you to Jeanne Kaston for helping with the Giant Eagle donation, Mark Grubiss who found other donations and Diane Milnus of Mentor and Lisa Gregor from Wickliffe who collected prizes in their area.

- Thank you to the many businesses that donated cards and prizes.

They will all be raffled through the night. They are worth \$10 and up.

- Dynamic Duo, Impact Nutrition, Willow Hill Dental Group, The Wood Room Martini and Wine Bar, Heinen's, Café Europa, Starbucks, Denny's, Appleby's, Cracker Barrel,

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Bob Evans, Dollar Tree, Marc's, Texas Roadhouse, McDonald's, Joey's Avenue 8 Eatery, Local Tavern, Manhattan Deli, Natural Soap Lab, UPS Store, Brugger's Bagels, Tavern 6, Sweet Berry Market, Dunkin Donuts, Sun Plum Market, Lobster Pot, Mario Fazio's, Lake County Captains, Walgreens, Target, BW3, Chipotle, Regal, Panera, Palmer's Place Fine Teas, Chick-A-Fila and Giant Eagle.

- More prizes are coming. There are 47 prizes so far.
- Activities
 - Kids will enjoy the Bounce House and Mini Golf. We really appreciate the use of Jeff Fruscella's Mini Golf.
 - There will be a Candy Cane Guessing Game donated by Sandy and Mark.
 - Coloring contest is sponsored by the North Coast Lions. Winners will be announced about 6:45 PM.
- Refreshments: Items will be 'while supplies last'.
 - Pizza will be provided by LaVera Catering. Christine Zeleznick will pick up the pizza and then she will help out throughout the night.
 - Coffee, Hot Chocolate and Cookies will be provided by Willoughby Hills Recreation.
 - Christine Susnick who works for Pepsi/Frito Lay is donating 150 bags of chips.
- Current Expenses
 - \$50 for the Coloring Contest and Candy Contest gift winners. The \$50 was donated by North Coast Lions. With it we purchased 2 Chick-A-Fila gift cards at \$10 and 3 Dairy Queen gift cards at \$10
 - Candy Cane Contest winner will get the candy container plus a \$10 gift card.
- Budget Expenses so far

\$54.99	Gordon Food Service for Cookies. This year we will bake the 480 cookies at the Fire Station
\$ 12.00	Wal-Mart for candy canes which Santa will hand out.
\$ 21.08	Wal-Mart for coffee stirrers, artificial sweetener, cups & hot chocolate mix.
\$ 26.93	Target for three hot chocolate mixes and small plates
<u>\$115.00</u>	Total

Still need 5 cases of small bottled waters.

- Santa - Chief Gandy is getting a professional Santa (\$150) this year. We are waiting on the estimate and paperwork from Santa Claus. Santa's location will be more prominent this year by the Toys. Chair needed.
- Quilt Raffle table - Willow Hill Dental is raising money for Hunger Project. Table location?

Breakfast with Santa / Santa Shop (Saturday, 12/14/19) from 8:30 am to 12:00 Noon -

- RECAP - Recreation Sub-Commission Planning Meeting for Breakfast with Santa - Meeting was held on 11/18/19 from 7:00 -7:30 PM in the Schaefer Room. Attended by Sandy Grubiss, Jeanne Kaston, Joe Jarmuskiewicz, Marcie Levine, Brian Kaston, Mark Grubiss, Vicki Miller and Jim Walsh.
 - As of that meeting date, we had 147 people registered (65 kids and 82 adults)
 - Suggestions
 - Revise Santa Shop shopping list to include ages of the children whose gifts were being purchased. Add additional details in the other column would be 'boy or girl' and age.

- Add scrambled eggs to menu.
- Christmas Fireplace background will be painted by Sheila Kaston
- Volunteers
 - Still needed for the dining room and Santa's elves. Dining room has least.
 - Sandy got a few more volunteers for the Santa Shop.
 - Sandy sent emails to the individual Key Club members.
- UPDATE - Breakfast with Santa / Santa Shop (Saturday, 12/14/19) from 8:30 am to 12:00 Noon
 - Supplies will be purchased after Winter Fest - Pancake Mix, vanilla, eggs, water
 - Santa Shop prizes are purchased, wrapped and catalogued. Stuffed animals recently purchased will be saved for next year.
 - Shopping Lists for Santa Shop are ready – Sandy made the needed changes suggested by Lynn. Samples shown.
 - Registration: 267 people so far.
 - As of 12/3/19, there were paying 109 children and 148 adults
 - Gloria's list has a "Free" category with 10 children with Booster Chairs

2020 Events

Eggstravaganza at Calvary Assembly of God – Saturday, April 4, 2020, 10am – 12pm

- RECAP - Recreation Sub-Commission Planning Meeting for Eggstravaganza was held 11/18/19 from 6:00 -7:30 PM in the Schaefer Room. Attended by Sandy Grubiss, Jeanne Kaston, Joe Jarmuskiewicz, Marcie Levine, Brian Kaston, Mark Grubiss, Vicki Miller, Jim Walsh and Gary Petric from Calvary Church.
 - Things are well under way.
 - Many of the same entertainers from last year have already been confirmed for this year.
 - Event Times have changed slightly

9:00 AM	Buses will start
10:00 - 11:50 AM	Activities will take place
12:00 Noon	Coloring Contest Winners will be announced
12:15 PM	Egg Hunt begins
12:45 PM	Last Bus leaves to take people back

This way we might avoid spending extra money on the buses.
But we will wait until 2020 to get quotes for the buses. Things and prices change.
Also, companies will switch over in January.
 - Egg Stuffing - Lynn is working with St. Noel's to do the Egg Stuffing against their March Family Night. But, their March Family night is *right after* the first scheduled Rec Egg-Stuffing. It is very likely that the 2nd scheduled Rec Stuffing night will not be necessary.
 - Eggstravaganza Scheduled meetings
 - Eggstravaganza Planning Meeting on Monday, February 10, 2020 at 6:00 PM in Historical Room.
 - 1st Egg Stuffing session on Monday, March 9, 2020 at 6:00 PM in the O'Ryan Room
 - 2nd Egg Stuffing session (if necessary) on Monday, March 16, 2020 at 6:00 PM in the Lion's Room
 - More information in coming months.

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE
REPORTS for October & November 2019 are in the packets.

- October 2019 - Room Rentals are at \$6,810.00. A lot of this is increasing because Amazon is doing their trainings at our facility.
- November 2019 - Room Rentals are at \$8,330.00. Revenue is increasing.

460 FUND REPORT for November 2019:

This is still a draft report. Reports were forwarded to Commission. Hard copies were in packets.

- The YTD Unencumbered Balance in October 2019 was \$41,446.14.
The YTD Unencumbered Balance in November 2019 was \$41,468.09.
The \$21.95 difference is the bank interest. The rest is the same as we discussed in October.

UNFINISHED BUSINESS

- 2019 Halloween Party – The final figures were \$1,463.37. However, \$200.16 of that was spent for supplies that will be used for the 2020 Halloween event. The NOPEC Grant for the Halloween Party was \$1,500.00. We spent \$1,497.80 of that. The remainder of the Grant was \$2.20.
- 2019 Fall Craft Show – The final figures were that we had Income of \$3,657 and Expenses of \$270.36 which leaves a balance of \$3,386.64 in income. That balance will go to the 460 Fund. A copy of the report will be emailed to Vicki.

NEW BUSINESS

Spring Craft Show (March 28, 2020)

Vicki will be working with Marcie and Gloria. Things will be started right after Christmas. Applications need to be sent out to the vendors so they can send their money in.

State Farm has Good Neighbor Citizenship Company Grants

Mr. Hallum suggested that the Commission look into their grants for programs conducted by municipal, county, state or federal entities that align with the State Farm charitable focus. He has sent an email to Gloria who is very good with grants. He will follow up with an email to Sandy and Joe with cc to Rec Clerk.

Changes to the Recreation Commission

Dee handed in her resignation. We are so sorry to lose you. Joe will be leaving us. We are so happy for you. Thank you for working with us. We look forward to seeing both of you volunteering for events and programs. If you know anyone who would be interested in working with the Rec Commission, please let us know.

PUBLIC PORTION

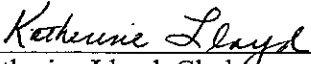
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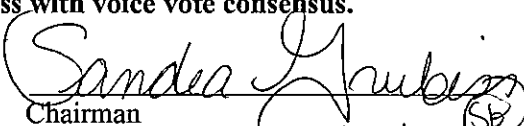
None.

Public Portion closed at 7:44 PM.

ADJOURNMENT:

Meeting adjourned at 7:44 PM by Sandy Grubiss with voice vote consensus.


Katherine Lloyd, Clerk *pro tem*


Chairman

Date approved: 1/8/1920

Note: Meetings of the Recreation Commission are recorded and recordings are public record.